

MEETING # 29 — August 11th

At a regular meeting (#1) of the Madison County Board of Supervisors on August 11th, 2020 at 3:00PM at the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT R. Clay Jackson, Chair
 Charlotte Hoffman, Vice-Chair
 Kevin McGhee, Member
 Amber Foster, Member
 Carty Yowell, Member
 Jack Hobbs, County Administrator
 Sean Gregg, County Attorney
 Alan Berry, Acting Clerk

Call to Order, Pledge of Allegiance & Moment of Silence

Determine Presence of a Quorum / Adopt Agenda

All members are present, a quorum is established.

Supervisor Foster moved to adopt the agenda as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell, Nay: (0)*

1. Closed Session (Legal)

Supervisor Hoffman moved that the Board convene in a closed session pursuant to Virginia Code Section 2.2-3711(A)(7): consultation with legal counsel and briefings by staff members and consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, seconded by Supervisor McGhee. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0)*

Supervisor Hoffman moved that the Board re-convene in open session, seconded by Supervisor Foster. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0)*

Supervisor Hoffman moved to certify by roll-call vote that only matter lawfully exempted from open meeting requirements pursuant to Virginia Code Sections 2.2-3711(A)(7) only matters that were identified in the motion to convene in a closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Foster. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0)*

Supervisor Yowell moved that the Board takes the position that Greene County's withdrawal from the Rapidan Service Authority is not in the best interest of Madison County, seconded by Supervisor McGhee. *Aye: Jackson, McGhee, Foster, Yowell. Abstain: Hoffman. Nay: (0)*

The meeting resumed after a recess.

Public Comment

Joe May: Complimented Tracey Gardner on the color of her facemask.

Special Appearances

2. Public Hearing – FY21 Budget Amendment

The County Attorney said that the purpose of the proposed FY21 budget amendment that was advertised for a public hearing was to enable the County to begin spending the CARES Act money it has received.

The Finance Director commented that the County has received other CARES money besides the Coronavirus Relief Fund (CRF) that come with separate and more extensive federal restrictions. She suggested that the Board not consider all of that funding as a lump sum.

The public hearing was opened.

Mike Fisher asked if the County knew what kind of shortfall would be experienced in the County due to the virus.

Comments from the Board:

- Chairman Jackson: In response to Mr. Fisher's question, he said they did not know what kind of shortfall the County would experience and that the answer would likely come from the Legislators going into session on August 18th where they may or may not end up cutting the County's budget in the future in response to spending for the pandemic.
- Supervisor Yowell: Said that the Board only appropriated half of the budget for the shortfall concern Mr. Fisher brought up.

The public hearing for the amendment to the FY21 budget concluded.

A supplemental appropriation request for the first half of CARES funding totaling \$1,104,620 was presented by the Finance Director.

Comments from the Board:

- Supervisor Yowell: Asked if the Board needed to approve the amendment and then the appropriation.

The Finance Director said that they would just need to approve the supplemental appropriation to amend the budget.

Supervisor Yowell moved that the Board approve the proposed FY21 supplemental appropriation (#21-07) to approve the first half of CARES allocation as advertised and discussed at the public hearing discussed today, seconded by Supervisor Foster. **Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0)**

Supervisor Yowell moved to grant administrative authority to the County Finance Director reallocate funds from Fund 14 Contingency Balance to cover bills due and payable prior to final decision by the Board of Supervisors regarding departmental allocation of the CARES Act funding, seconded by Supervisor McGhee. **Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0)**

Consent Agenda

3. Consent Agenda

Supervisor Yowell moved to approve an amended agenda that included consent items, the amendment involving moving the resolution recognizing Elizabeth Roebuck's service to Madison County out of the Consent Agenda so that it could be read, seconded by Supervisor McGhee. **Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).** The approved consent agenda items are as follows:

- A. Minutes from the July 14, 2020 meeting
- B. Minutes from the July 15, 2020 meeting
- C. Supplement 20-61 FY20 CARES Act transfer \$3,809.11
- D. Supplement 20-62 FY20 Overages \$3,329.58
- E. Supplement 21-04 FY21 WanderLOVE Tourism Grant \$10,000.00
- F. Supplement 21-05 FY21 Public safety employee compensation adjustment \$78,156.81
- G. Supplement 21-06 FY21 Electoral Board CARES Act funding \$44,505.16

Supervisor Yowell read a proposed resolution recognizing Elizabeth Roebuck's service to Madison County as follows:

Resolution # 2020-22

WHEREAS, Elizabeth Roebuck joined the staff of the Madison County Department of Social Services in 1983, working in various Eligibility positions of progressive responsibility; and

WHEREAS, Elizabeth Roebuck has tirelessly promoted the Madison Social Services Mission statement of "People helping people to triumph over poverty, abuse, and neglect to shape strong futures for themselves, their families, and their communities;" and

WHEREAS, countless children and adults in Madison County have seen Elizabeth Roebuck as the face of the Department of Social Services for many years, including disadvantaged persons who have enjoyed greater comfort, safety and well-being due to her efforts on their behalf; and

WHEREAS, Benefit Programs workers in Madison County have gained far greater training, knowledge, and experience in their field owing to Elizabeth Roebuck's leadership, mentorship, and guidance;

NOW, THEREFORE IT BE RESOLVED that the members of the Madison County Board of Supervisors extend their deep appreciation and heartfelt thanks to Elizabeth Roebuck for her dedication and service to Madison County and recognize her significant professional achievements on behalf of the Commonwealth of Virginia; and

BE IT FURTHER RESOLVED upon majority vote of the membership in attendance, and upon passage, this resolution be recorded and spread upon the permanent minutes of the Madison County Board of Supervisors and that it be sent to Elizabeth Roebuck to share with her family.

Supervisor Yowell moved to approve the proposed resolution recognizing Ms. Roebuck, seconded by Supervisor McGhee. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0)*

Constitutional Officers, County Departments, Committees & Organizations

4. Monthly Reports

Brian Daniel: No report.

John Sherer: Current numbers for Madison County on COVID-19 from VDH are: 70 infected, 5 in the hospital, and 1 fatality since March with the numbers remaining consistent. Still in Phase III and will remain there for the foreseeable future, but he does not see restrictions being lowered anytime soon. Emergency sheltering during a pandemic is an ongoing issue being worked on, but there's nothing concrete in the works yet. Closed pod agreements and points of dispensing are currently in the works. Work is being done on the County Emergency Operations Plan. He also noted that the County's current PPE stock is good.

Noah Hillstrom: They received a total of 154 calls in July with 9 minutes being the average response time. Mr. Hillstrom said that they are seeing an increase in the number of calls occurring within the same hour.

Lauren Eanes: Sent out vote by mail applications recently and everything is going well.

Brian Gordon: Spoke about the Code Red Emergency Response System; Hyper-Reach, a competitor, reached out to him and he is in discussions with them as they would be cheaper than Code Red. Switching to them would require some work to get members of the public switched over to the new system. Hyper-Reach will also provide a hotline for information that the County does not currently have with Code Red.

Comments from the Board:

- Chairman Jackson: Asked what Mr. Gordon's plan would be to roll-out Hyper-Reach to the public to get them to switch over to the new system.

Brian said he would plan to have the outreach done before the switch was to take place in October.

The Board agreed to support Mr. Gordon's decision to switch to Hyper-Reach.

GeoCom has 2 servers with the County and they are approaching their end-of-life. They have come out with a cloud-based service that is better and cheaper maintenance-wise than Mr. Gordon supports. May need an early appropriation in order to acquire.

Mr. Gordon applied for a PSAP grant of \$3,000 that was acquired. He would like to use the money to educate his staff; specifically, by sending two people to communication classes, and one person to a supervisor class.

Mr. Gordon also gave the Board an update on the radio project and he relayed to them that he is in the process of finalizing the last site.

Comments from the Board:

- Chairman Jackson: Asked if the project, apart from the month delay due to the pandemic, was still on schedule.

Brian responded that it's too early to tell and COVID definitely did slow the project down, but the project itself is still in a fairly good spot.

Leeta Louk: The judge has two meetings about being able to do jury trials again and a plan for resuming them has been submitted to the Virginia Supreme Court. She is currently trying to get quotes for certain technology that can be used with CARES.

Mike Fisher: The Planning Commission will look at what went well and what didn't with the last meeting. Will continue to update the Planning Commission by-laws. Some changes have been instituted from the state that encourages localities to give machinery tax-free to certain venues.

Clarissa Berry: Ongoing process of getting an approved plan for the resumption of jury trials from the Supreme Court of Virginia, though it may not happen. Alternative locations have been looked at as possibilities for holding jury trials. Currently trying to limit the transportation of inmates through video link due to pandemic concerns. The attorneys however, may not be able to accommodate the times listed by the video link service provider. Overjoyed that there is now WIFI in all three courtrooms and that they can now take tablets to court. Working on the procurement process for a case management system. Ongoing process in regards to an Orange-Madison drug court. Her office is still handling a lot of gun permits.

Greg Cave: Working with VDOT to get ACOs trained. Classes for training can now be done entirely online due to the pandemic. The new play-yard for the shelter should be started on by the end of the month. The new Animal Control policy has been condensed down to 7 pages.

The County Attorney and the Commonwealth's Attorney both said the proposed Animal Control policy was good.

Supervisor Yowell moved to approve the Standard Operating Policy for Animal Control dated July 22nd, 2020, seconded by Supervisor Foster. ***Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0)***

Tracey Gardener: Those who haven't taken the Census will be seeing Census takers around the County. Received \$10,000 from the WanderLove grant. She also reported complaints regarding the new forms for IDA. Looked into Community Block Grants. DIY is now occupying the space of the Old Jim Carpenter building. She spoke about block grants, but said they would be narrower and would require more manpower than the County has available.

MJ Costello: Lighting strike at 302 Thrift road that damaged various technology and telephone lines. Their contract with ANS will cover the parts and labor for the damaged network switch and the laptop that was destroyed was covered by a Dell protection plan. After having the area reviewed by Mr. Wilks, they found that none of the electrical outlets are grounded at 302 Thrift Road which could be a safety risk to computers there. Asks the Board to reimburse Bruce Livingston for his damaged computer.

The Board agreed to reimburse Bruce Livingston for the personal equipment that was damaged.

The Finance Director explained that there may be possibility of using of CDBG grants for the Boys & Girls Club, but stated that, as daycare is not their main effort now, the block grant would likely be more effort than its worth. There is also the possibility that they could use of CDBG funding for the Community Investment Collaborative program.

Tracey Gardner commented that she had talked to other Finance directors and that they regretted using CDBG in this way.

The Finance Director then spoke about OMB guidance regarding using federal money. There is a requirement that localities establish a system of internal controls when dealing with federal money. She suggested the Board look into adopting the system for the County. There are also rules that say that debarred or suspended federal contractors cannot be used in relation to federal money. The Finance Director has access to a federal system called SAM.gov that lets people see if vendors are debarred or suspended federal contractors—the Finance Director said that using this federal system should be made into a habit. Rules on procurement for micro-purchases, small purchases, and large purchases. Lastly, there are rules subrecipients must be held to by the County in order for them to receive money from the Board including:

- Identifying information about the award
- The conditions of the award
- An evaluation of the subrecipients possible non-compliance with the award's rules

The Finance Director stated that the County needs written procedures applicable to all County personnel in regards to CARES funding and an evaluation of dispensing money to outside-entities.

Comments from the Board:

- Supervisor Yowell: Stated that he agreed with the Finance Director to have templates gathered and that requests should be vetted before commitments are made. He also said that anything bought internally as a County that can't be tracked in the accounting system should be placed in a drawer specifically for CARES money and that same requirement should be passed down to a subgrantee

The Finance Director responded that they already have a system where everything that is requested to be paid for with CARES money will be marked as such on the invoice which will then be placed on a network folder and Fund 14.

Comments from the Board:

- Chairman Jackson: Asked for the Finance Director to come back in 2 weeks with templates for the process.

The financial software project team plans to make a presentation to the Board in a closed session at the next meeting so as to select a vendor. May run slightly overbudget on the contract.

Comments from the Board

- Chairman Jackson: Said he had no problem with the project running slightly over budget due to the sizable amount of money required for it.

Old Business

5. *Consideration: Approval to Disburse Bond Proceeds*

The Finance Director explained that the first schedule seeks approval for the actual Primary School project costs for FY20 and FY21. She anticipates one more round of FY20 bills and then they will be totally in FY21. The second schedule was at the discretion of the Board, but the Finance Director explained that it was easier to handle bond proceeds if they coincide with the end of a month. The County still needs to transfer \$1,116,307.96 from the SNAP account into the County's account as a reimbursement.

Comments from the Board:

- Supervisor Yowell: Asked if the transfer from the SNAP account into the County's account needed to be approved by the Board.
- Chairman Jackson: Responded that just the FY20 and FY21 invoices needed to be approved by the Board.

The Finance Director said she would be meeting with Tina Cropp and Skanska. She stated that the list that was presented to the CIP committee was not adequate and does not correspond with the County's books, so they must be missing things from the list.

Supervisor Yowell moved to approve the payment of the above invoices in the amount of \$491,025.14 for the Primary School Project, amounts to be charged to FY20 and paid by the Madison County School Board, all amounts will be reimbursed by bonds proceeds, seconded by Foster. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell.*
Nay: (0).

Supervisor Yowell moved to approve the payment of the above invoices in the amount of \$620,419.33 for the Primary School Project, amounts to be charged to FY21 and paid by the Madison County Finance Department, all amounts will be reimbursed by bonds proceeds, seconded by McGhee. **Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).**

The Finance Director asked if the Board would like to approve the other two projects that are being paid for with bond proceeds first before they are paid for.

Comments from the Board:

- Chairman Jackson: Said he would like for them to come before the Board before they're submitted.

The County Administrator reminded everyone that the purpose of the approval process is a way ensure that all are fully aware of the use of bond proceeds so as to avoid lack of information on the use of the funds as happened years ago during the courthouse and high school renovation projects.

6. Consideration: Amendments to Random Drug Screen Policy

The County Administrator said that the drug policy had been updated and that they had fixed what they could.

Supervisor Foster moved to approve amendments to Section 6.4 of the Personnel Policy Alcohol and Drug-Free Workplace as proposed. seconded by Supervisor Hoffman. **Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).**

7. Consideration: Authorization to Bid County Administration Center Project

The County Administrator said that he had made available the drawings for the project through the County website and that the project is very close to being finalized. The County Administrator asked the Board for permission to go to bidding and would like the architect to come through one more time and speak to employees who would occupy the affected buildings for any last-minute questions, suggestions or comments. The architect also offered to present to the Board again.

Supervisor Hoffman moved to authorize staff to advertise the Madison County Administrative Center Renovation Project for construction contractor bids with the understanding that the decision on the award will be made by the Board at a future meeting, seconded by Supervisor McGhee. **Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0)**

8. Report: Codification Project

The County Administrator said that the codification project is close to completion. They had spoken to staff about the Municode document and its changes. The Board asked that the staff make one final staff level review so that the Board can order a public hearing that would be held at the second September meeting.

9. Consideration: Use of Coronavirus Relief Fund Monies

The County Administrator spoke on the CARES funding list and asked the Board to go down the prepared triage list for what they would like to start distributing CARES funds for. Of note:

- Ms. Louk requested that the first \$15,795 be removed in favor of keeping only the \$20,000 request
- The corrected value for the 4 non-cloth chairs is \$5,836
- The \$182,621 for school computers was approved, but may be pulled depending on the response from the School Board towards reopening their FY20 books
- All outside organizations need verification on what they will be using the funding for to comply with CARES restrictions and federal subrecipient monitoring rules
- VASAP funding was bumped up from \$3,000 to \$5,000 and approved
- The Madison Learning Center's request for tuition assistance needs to be reevaluated for its viability for CARES funding
- The food service cost for the schools will be paid for by other federal money, not CARES.

10. Discussion: Work session Schedule for Amending the FY21 Budget

It was reported that the County's tax revenue may be off, but the books will need to close before this can be accurately evaluated. The legislature is meeting on August 18th which may or may not be favorable for the County

due to possible budget cuts. The Board members discussed having a budget adjustment work session after the General Assembly adjourns and better information is available.

New Business

11. Discussion: Potential Employee Assistance Program

The County Administrator presented a potential Employee Assistance Program.

Comments from the Board

- Supervisor Yowell: Asked about the fiscal impact of the project for a year and if the Board would be aware of this cost.

The County Administrator explained that there is a base fee for the program, but there will be costs per incident.

Comments from the Board

- Supervisor Yowell: Said that people remain skeptical of going to groups like this and that there are alternatives available for certain things like AA.

The County Administrator explained that supervisors in the County could also recommend the program's services to employees rather than it being purely an individual choice to go.

Comments from the Board:

- Chairman Jackson: Said that the Board needed more information and policies about the project so it wouldn't just be an open-ended financial liability for the County.

The County Administrator indicated that he would develop the proposal and provide a report at a later date.

The Finance Director asked if the Board's approval of the earlier uses for CARES funding was a tacit recommendation that those groups begin procurement. The County Administrator responded that they should start on procurement. The Finance Director then stated that she would like to see formal purchasing orders for the CARES items.

Information/Correspondence

Public Comment

There being no one coming forward to offer comments, the public hearing was closed.

Closed Session

12. Negotiation and Committee Appointments

Supervisor Hoffman moved that the Board convene in a closed session pursuant to Virginia Code Section 2.2-3711(A)(29) for discussion of the terms or scope of a public contract involving the expenditure of public funds where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board related to negotiations with the Madison County rescue squad, and 2.2-3711(A)(1) for consideration or interviews of prospective candidates for appointment to the Industrial Development Authority, seconded by Supervisor Foster and carried 5-0 according to the following vote: ***Aye: Jackson, Hoffman, McGhee, Foster, Yowell, Nay: (0)***

Supervisor Hoffman moved that the Board re-convene in open session, seconded by Supervisor McGhee: ***Aye: Jackson, Hoffman, McGhee, Foster, Yowell, Nay: (0)***

Supervisor Hoffman moved to certify by roll-call vote that only matter lawfully exempted from open meeting requirements pursuant to Virginia Code Sections 2.2-3711(A)(29) and (1) only matters that were identified in the motion to convene in a closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Foster. ***Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0)***

Adjourn

There being no more business, on a motion by Supervisor Hoffman, seconded by Supervisor Foster, Chairman Jackson adjourned the meeting at 7:30 p.m. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

*R. Clay Jackson, Chairman
Madison County Board of Supervisors*

*Clerk of the Board of the Madison County Board of Supervisors
Copies: Board of Supervisors, County Attorney & Constitutional Officers
Adopted on: August 25, 2020*



Agenda

Board of Supervisors Meeting
Tuesday, August 11, 2020 at 3:00 PM
County Administration Building Auditorium
414 N Main Street, Madison, Virginia 22727

Call to Order, Pledge of Allegiance & Moment of Silence

Determine Presence of a Quorum / Adopt Agenda

Closed Session

1. Legal

Public Comment (4:00 PM)

Special Appearances

2. Public Hearing – FY21 Budget Amendment

Consent Agenda

3. Consent Agenda

A. Minutes from the July 14, 2020 meeting

B. Minutes form the July 15, 2020 meeting

C. Supplement 20-61 FY20 CARES Act transfer \$3,809.11

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E. Supplement 21-04 FY21 WanderLOVE Tourism Grant \$10,000.00

F. Supplement 21-05 FY21 Public safety employee compensation adjustment \$78,156.81

G. Supplement 21-06 FY21 Electoral Board CARES Act funding \$44,505.16

H. Resolution recognizing Elizabeth Roebuck's Service to Madison County

Constitutional Officers, County Departments, Committees & Organizations

4. Monthly Reports

Old Business

5. Consideration: Approval to Disburse Bond Proceeds (Costello)
6. Consideration: Amendments to Random Drug Screen Policy (Hobbs)
7. Consideration: Authorization to Bid County Administration Center Project (Hobbs)
8. Report: Codification Project (Hobbs)
9. Consideration: Use of Coronavirus Relief Fund Monies (Hobbs)
10. Discussion: Work session Schedule for Amending the FY21 Budget (Hobbs)

New Business

11. Discussion: Potential Employee Assistance Program (Hobbs)

Information/Correspondence

Public Comment

Closed Session

12. Negotiation and Committee Appointments

Adjourn